



1920 Maple Avenue ~ Lisle, IL 60532-2179
630-725-7000

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Applicants will receive consideration for employment without regard to any protected personal characteristic, including, but not limited to race, color, creed, religion, national origin, sex, disability, age, marital or veteran status, sexual orientation and status with regard to public assistance or any other personal characteristic protected by federal, state or local law.

Applications are kept on file for a minimum of one (1) year. You may update your application upon request. Applications will be considered at the time of receipt. If you wish to update your application or request additional consideration, you must contact Villa St. Benedict's Human Resources Department.

This application must be completed in its entirety. Partial or incomplete applications may be cause for eliminating an applicant from consideration. A resume may be attached to the application but it will not substitute for completing the application.

PLEASE PRINT IN INK

NAME _____ DATE _____

Last First Middle

HAVE YOU EVER WORKED UNDER ANOTHER NAME? YES NO IF YES, GIVE NAME: _____

ADDRESS _____

Street City State Zip

HOME PHONE # _____ CELL PHONE # _____ WORK PHONE # _____

EMAIL _____

EMPLOYMENT DESIRED

POSITION: _____	DATE AVAILABLE: _____
Full-time Part-time Temporary	Hours Available: _____
I prefer to work to work what shift (s) :	First Shift Second Shift Third Shift Any Shift
SALARY DESIRED: _____	

REFERRED BY

Employment Agency	Ad (Name of Publication _____)	Current Staff Member _____
Walk-in	Relative/Friend _____	Internet (Name of Website) _____
Other _____		

Villa St. Benedict does not illegally discriminate on account of an applicant's age. If you are under 18, you may be required to prove your age for some jobs where state laws or regulations impose restrictions.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

If hired, you will be required to show that you are authorized to work in the U.S. and to furnish proof of this within 3 days of hire. Can you do this? Yes No

Have you ever filed an application with us before? Yes No If yes, give date _____

PRIOR EMPLOYMENT WITH VILLA ST. BENEDICT

Have you been employed for Villa St. Benedict in the past? If yes, please complete the following: Dates : From _____ To _____
Position Held _____ Immediate Supervisor _____ Reason for Leaving _____

WORK EXPERIENCE

Indicate all work experience beginning with your current or most recent position. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. Complete all sections. Provide dates of employment for jobs held in the last 10 years only. A resume providing this information may be attached as a supplement. We will contact all former employers for references.

Are you currently employed? Yes No May we contact your present employer: Yes No If not, why? _____

Employer	Telephone #: Fax or email:
Address	Supervisor Name: Supervisor Title:
Dates Employed: From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
Primary Job Duties	
Reason for Leaving	

Employer	Telephone #: Fax or email:
Address	Supervisor Name: Supervisor Title:
Dates Employed : From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
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Address	Supervisor Name: Supervisor Title:
Dates Employed : From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
Primary Job Duties	
Reason for Leaving	

EDUCATION

Circle highest grade completed: 9 10 11 12 13 14 15 16; Expected year of graduation if currently in high school: _____

High School Name/Location _____ Graduated: Yes _____ / No _____

College Name/Location _____ Degree Completed _____

Trade School Name/Location _____ Certificate Completed _____

Other Education (Schools, seminars, military):

LICENSE/CERTIFICATION

Complete this section if a license/certification is required to perform the duties of the job for which you are applying.

Type License/Certification	State	Number	Expiration Date	

If you don't have the required license for this job, have you applied? Yes No

If an exam is required to obtain the required license, give scheduled date _____

If not licensed in this state, have you applied for reciprocity? Yes No

SKILLS

List any additional skills you have that add to your qualification for this position (for example, EMT or CPR training).

REFERENCES

List professional references, other than relatives, that we may contact.

1. _____
 Name _____ Relationship _____

 Phone _____ Email _____

2. _____
 Name _____ Relationship _____

 Phone _____ Email _____

3. _____
 Name _____ Relationship _____

 Phone _____ Email _____

Nothing in this application or in the hiring process is to be construed as constituting a guarantee of employment. Individuals are free to resign at any time, just as Villa St. Benedict is free to terminate employment at any time with or without cause or notice. While Villa St. Benedict reserves the right to change an employee's position, title, job responsibilities or compensation at any time, with or without cause or notice, the voluntary "at-will" employment relationship may not be modified by any oral or implied agreement. I agree that neither this application nor any personnel manual, which I may receive upon employment, is intended to be a contract of employment.

I agree that any offer of employment is conditioned on (i) verification of my right to work in the United States; and (ii) receipt of favorable references (as determined in the sole discretion of Villa St. Benedict). I agree that any offer of employment may also be conditioned on (i) demonstration of physical and mental ability to perform essential job functions (when a physical exam or testing is required for the job position, all applicants will be given the same testing.); (ii) passing a literacy examination or (iii) verification of any required license or registration and confirmation that no discipline, investigation or conditions will affect my ability to work under that license or the license of another, as determined in Villa St. Benedict's sole discretion.

Authorizations:

I authorize all employers, agencies and other individuals or entities possessing relevant information: to communicate freely with, and release information to, Villa St. Benedict or its representatives. A copy of this Employment Application form is valid for such authorization. I release Villa St. Benedict and all individuals or entities providing information to Villa St. Benedict from all claims or liabilities arising out of or related to such investigation or disclosure.

I agree that any offer of employment is conditioned on (i) verification of my right to work in the United States; (ii) passing a Tuberculosis test (if applicable to the position); (iii) satisfactory completion of a criminal background investigation, and if applicable, a driving record investigation; and (iv) receipt of favorable references (as determined in the sole discretion of the Employer). I agree that any offer of employment may also be conditioned on (i) demonstration of physical and mental ability to perform essential job functions (when a physical exam or testing is required for the job position, all applicants will be given the same testing); (ii) passing a literacy examination; and (iii) verification of any required license or registration and confirmation that no discipline, investigation, or conditions will affect my ability to work under that license or the license of another, as determined in the Employer's sole discretion.

By signing below, I certify that all statements made by me in this Employment Application and all other information I will provide during the application process, are or will be, true and complete. I acknowledged that any misrepresentations, falsifications, or omissions whenever discovered may be cause to reject my application, or termination of my employment if hired.

Applicant Signature _____

Date _____

Thank you for completing this application and for your interest in our organization.